

**UNIVERSITY OF MARYLAND, BALTIMORE COUNTY
PROCUREMENT DEPARTMENT**

Sole Source Justification

PURPOSE

This form, with one or more categories completed must accompany purchase requisitions for the sole source procurement of equipment, supplies or services exceeding \$25,000.00 total (purchases from contract vendors excepted). The purpose of sole source justification is to show that competitive bidding is impractical because only one product can meet a specific need. Therefore, an equitable evaluation of comparable products must be made and documented by the requestor which shows that rejection of other products is based solely on their failure to meet that need. In cases where no other comparable source can be identified, a technical description of the product requested and a listing of those companies which were considered as alternate sources must be provided. Sole source justification cannot be based on quality or price. Quality can be subjective evaluation based on opinion. Public procurement law required price considerations be evaluated via competitive bidding. Justification must contain clear, in-depth, and accurate information in order to avoid protests and the possibility of delaying the procurement.

INSTRUCTIONS

- 1) Please type or print legibly.
- 2) Complete all categories and sections that apply, note also the impact it would have on your research or department if the requested item/service was not obtained.
- 3) Provide full explanations, complete descriptions, and/or list all relevant reasons where space has been provided. Sole Source Justification forms lacking sufficient detail cannot be approved.
- 4) Sign and date the form at the end.
- 5) Improperly completed and/or unsigned forms may be returned to the sender.
- 6) For additional information contact the Purchasing Department at X52273.

To: _____ Date: _____

From: _____ Date: _____
Name of Principal Investigator, Dean, Director or Department Head

Subject: Sole Source Justification

Purchase Requisition# _____ (Attached) Proposed Vendor _____

Product Description _____

STATEMENT:

I am aware that the University System of Maryland Procurement Policies and Procedures mandate that the procurement of material, equipment, supplies or services be via competitive bidding whenever practicable. However, I am requesting sole source procurement based on the following criteria. (Attach additional sheets as necessary):

- I. The requested product, part or accessory is an integral repair part or accessory compatible with existing equipment. (Please state the manufacturer and model number of existing equipment): _____

Requisition No. _____

II. The requested product has special design/performance features which are essential to my research protocol or other needs. Only one product meets the requirements. **Both A & B portions of this category must be answered.**

A. These features are _____

B. In addition to the product requested, I have contacted other suppliers and considered their product of similar capabilities. I find their product unacceptable for the following reasons (identify companies contacted, model number and specific technical deficiency):

III. The requested product is essential in maintaining experimental or administrative continuity.

Requested product is being used in continuing experiments;

Other investigators have used this product in similar research; and for comparability of results, I require it.

Explain _____

IV. The requested product is one with which is needed for trial use or testing.

Explain: _____

V. Please consider sole source approval for this reason(s) e.g. trade-in allowance; availability of service, parts, and maintenance; product is a prototype; dues, subscription, (available only from publisher), public utility, etc.

AUTHORIZATION:

Full Name of Principal Investigator, Dean, Director or Department Head

Signature

Date